

**Subject:** RE: Meeting with Jessica  
**From:** Elisabeth Cutler </O=LABID/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ELIZABETH CUTLER9A1>  
**Date:** 02/27/2017 12:05 PM  
**To:** "Shawn Bratton" <sbratton@ccala.org>

Carol is not available at 12:30pm. She has a 2pm meeting tomorrow that I probably can adjust, would that work?

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**From:** Shawn Bratton  
**Sent:** Monday, February 27, 2017 11:58 AM  
**To:** Elisabeth Cutler; Suzanne Holley CCA  
**Subject:** RE: Meeting with Jessica

Jessica now has an opening for 15 mins at 12:30 pm on Wednesday – would that work?

 cid:image00

**Shawn Bratton**

Executive Assistant to the President & CEO  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
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**From:** Elisabeth Cutler  
**Sent:** Monday, February 27, 2017 11:55 AM  
**To:** Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)>; Suzanne Holley CCA <[sholley@ccala.org](mailto:sholley@ccala.org)>  
**Subject:** RE: Meeting with Jessica

My mistake – Tomorrow will not work anyway. I'll get back to you with some available times.

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**From:** Shawn Bratton  
**Sent:** Monday, February 27, 2017 11:50 AM  
**To:** Elisabeth Cutler; Suzanne Holley CCA  
**Subject:** RE: Meeting with Jessica

February 28, correct?

 cid:image00

**Shawn Bratton**

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**From:** Elisabeth Cutler  
**Sent:** Monday, February 27, 2017 11:49 AM  
**To:** Suzanne Holley CCA <[sholley@ccala.org](mailto:sholley@ccala.org)>; Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)>  
**Subject:** RE: Meeting with Jessica

Shawn,

As we discussed, let's hold March 28<sup>th</sup> at 11:30am (15 mins) in both Jessica and Carol's calendars until I can confirm with Carol later today.

Thanks.

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**From:** Suzanne Holley CCA  
**Sent:** Friday, February 24, 2017 4:34 PM  
**To:** Shawn Bratton  
**Cc:** Elisabeth Cutler  
**Subject:** RE: Meeting with Jessica

Great. Thank you.

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**From:** Shawn Bratton  
**Sent:** Friday, February 24, 2017 4:18 PM  
**To:** Suzanne Holley CCA  
**Cc:** Elisabeth Cutler  
**Subject:** RE: Meeting with Jessica

I will speak with Jessica to see when she can be available and will work with Elisabeth.

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**Shawn Bratton**

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**From:** Suzanne Holley CCA  
**Sent:** Friday, February 24, 2017 4:17 PM  
**To:** Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)>  
**Cc:** Elisabeth Cutler <[ECutler@downtownla.com](mailto:ECutler@downtownla.com)>  
**Subject:** RE: Meeting with Jessica

Happy to send the agenda but still need to schedule a time for she, Carol and I to talk before 3/8. As Carol is traveling quite a bit between now and then, it will likely need to be a call - not long - maybe 15 minutes. Can you work with Elizabeth on scheduling the call?

Thanks.

Suzanne

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**From:** Shawn Bratton  
**Sent:** Friday, February 24, 2017 8:17 AM  
**To:** Suzanne Holley CCA  
**Subject:** FW: Meeting with Jessica

Suzanne:

Unfortunately, Jessica has no openings on March 1. She asked that you draft an agenda and email it to her, and she will send you her edits.

Thanks,

Shawn

 cid:image00

**Shawn Bratton**

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**From:** Suzanne Holley CCA  
**Sent:** Thursday, February 23, 2017 8:19 PM  
**To:** Shawn Bratton <[sbratton@ccala.org](mailto:sbratton@ccala.org)>  
**Subject:** Meeting with Jessica

Can Carol and I get on Jessica's calendar the afternoon of 3/1 to review the 3/8 agenda?

Should be max 30 minutes – likely less. 1:30 and 3:00 to 4:00 look good.

Thanks.

Suzanne

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— image002.png —



— image003.png —



— Attachments: —

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image002.png	1.0 KB
image003.png	951 bytes